

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**MEDICAL RECORD EXAMINER**

**JOB DESCRIPTION**

Employees in this job perform a variety of activities designed to maintain medical record systems in state facilities. Work is performed through the application of a body of knowledge related to the methods, practices, procedures, policies, regulations and laws governing medical record creation and use.

There are three classifications in this job.

**Position Code Title – Medical Record Examiner-E**

Medical Record Examiner 8

This is the entry level. The employee, in a learning capacity and under close supervision, performs a range of medical record examiner assignments.

Medical Record Examiner 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing an expanding range of medical record examiner assignments.

Medical Record Examiner E10

This is the experienced level. The employee performs a full range of medical record examiner assignments and uses considerable independent judgement in making decisions requiring the interpretation and application of guidelines with considerable latitude to specific situations.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Establishes, organizes and maintains a medical record system in accordance with department, national and accreditation body standards.

Assesses the accuracy of medical records to ensure conformance with policies, rules, and regulations and to ensure consistency and completeness.

## **MEDICAL RECORD EXAMINER**

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Develops policies and procedures relating to the development and use of medical records and data.

Prepares records for admission, transfer, discharge or placement of patients.

Codes and indexes diseases and procedures for entry into a master patient indexing system.

Responds to requests from individuals, agencies, hospitals, courts, etc., for patient information in accordance with statutes and department regulations regarding confidential information.

Explains rules, regulations, policies, and procedures to affected staff to assist them in conforming to record requirements.

Attends, develops, organizes, and/or conducts education and training programs, as needed, regarding medical record development and use.

Prepares statistical profiles as requested.

Assists staff with medical research projects.

Participates in committees as assigned.

Represents the facility in court regarding medical record development, use and authenticity.

Maintains records, prepares reports and conducts correspondence related to the work area.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of medical record keeping techniques and procedures.

Knowledge of accreditation body regulations and State and Federal statutes governing medical record creation and use.

Knowledge of medical record indexing, coding and abstracting methods.

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Knowledge of reference materials used in the field of medical science.

Knowledge of medical terminology.

Knowledge of research methods.

Ability to design and maintain a medical record system.

Ability to interpret and apply policies, regulations and laws to the work area.

Ability to establish policies and procedures.

Ability to obtain and use confidential information discreetly and objectively.

Ability to develop procedural manuals and training materials.

Ability to communicate effectively.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of an associate's degree in medical record technology or successful completion of the American Health Information Management Association's Independent Study Program in Medical Record Technology.

### **Experience**

#### **Medical Record Examiner 8**

No specific type or amount is required.

#### **Medical Record Examiner 9**

One year of experience equivalent in responsibility to a Medical Record Examiner 8.

#### **Medical Record Examiner E10**

One year of experience equivalent in responsibility to a Medical Record Examiner 9.

### **Special Requirements, Licenses, and Certifications**

Certification by the American Health Information Management Association as an Accredited Record Technician, or Registered Records Administrator.

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The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

MEDRECEXM

#### **Job Code Description**

Medical Record Examiner

#### **Position Title**

Medical Record Examiner-E

#### **Position Code**

MDRCEXME

#### **Pay Schedule**

W41-010

ECP Group 1  
Revised 12/11/00  
NXN/VLWT/GH/JBS